SCHEDULE REFERENCE SHEET

Statistical Section

Schedule Name Sources of Water Supply - Statistics

Annual Report

Page No. W-16

Navigation Standard

Warnings Gallons must be entered in the thousands (000's) for every month in this

schedule. For example, 100,000 gallons is reported as 100.

Column (b) is for utilities that do not produce their own water. The name of the vendor from whom water is purchased and the delivery point must be reported on the Pumping and Purchased Water Statistics schedule.

Surface water column (c) is usually the volume pumped from lakes or rivers.

Miscellaneous

Features

This data entry schedule and the Pumping and Purchased Water Statistics data entry schedule should both be completed prior to printing since they both

print on the same report page titled Source of Supply, Pumping and

Purchased Water Statistics.

Derived Values

(To/From)

Pumping and Purchased Water Statistics has the Source of Water Supply

Statistics – Total for Year field derived from this schedule.

| | Sc | | | |
|----------------|--|--|---|--|
| Month (a) | Purchased Water Gallons (000's) (b) | Surface Water Gallons (000's) (c) | Ground Water Gallons (000's) (d) | Total Gallons All Methods (000's) (e) |
| anuary | | | | 0 |
| ebruary | | | | 0 |
| larch | | | | 0 |
| pril | | | | 0 |
| lay | | | | 0 |
| une | | | | 0 |
| ly | | | | 0 |
| ugust | | | | 0 |
| eptember | | | | 0 |
| ctober | | | | 0 |
| ovember | | | | 0 |
| ecember | | | | 0 |
| Total for Year | 0 | 0 | 0 | 0 |

SCHEDULE REFERENCE SHEET

Statistical Section

Schedule Name Pumping and Purchased Water Statistics

Annual Report Page No.

W-16

Navigation

Standard

Warnings

Gallons must be entered in thousands (000's) in this schedule. For example, 100,000 gallons is reported as 100. Maximum and minimum gallons pumped in any one day are also reported in thousands.

The maximum and minimum gallons (000's) pumped and dates must have data entered in the fields.

The data field titled "Total kWh used for pumping for the year" must have data entered in the field. If water is not pumped, enter 0 (zero). The kWh should be reported as an actual number.

"Percent of water lost" greater than 15% (25% Classes C and D) must have an explanation and plan for action provided. If necessary, use the schedule notes also.

Please read the following definitions carefully for reporting the three accounted-for categories of water pumped but not sold.

- "Volume used for water production, water quality and system
 maintenance" includes water main flushing; hydrant valve exercising;
 frozen lateral prevention; filter backflushing; water tower cleaning or
 draining; water office and plant use; water office and plant
 landscaping; water office and plant drinking fountains; well
 maintenance and testing; sludge or sedimentation basin cleaning;
 tower calibration; booster pump cooling; pre-lube; lubrication; meter
 test bench; water main replacement testing; water treatment
 backwashing; water quality testing; water running to clear water.
- "Volume related to equipment defects or system malfunction" includes water main breaks; tank valves; system leaks; customer or master meter under-registration; design flaws that allow repeated measurement of water; tower overflows; telemetry failure.
- "Non-utility volume NOT included in water sales" includes metered, measured or estimated water for fire department training or for fighting fires within the utility retail service area; unmetered private

fire protection sprinkler system tests and fires; vandalism and theft.

An edit check appears if pumped gallons less sold gallons is reported as 0 (zero) and there are 0 accounted for but not sold gallons. Utilities should have some accounted for water not sold.

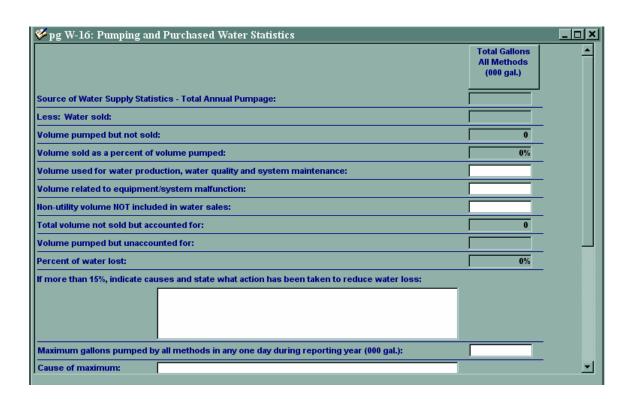
Miscellaneous Features

This data entry schedule and the Sources of Water Supply - Statistics data entry schedule should both be completed prior to printing since they both print on the same report page titled Source of Supply, Pumping and Purchased Water Statistics.

Derived Values (To/From)

Gallons (000's) of Water Sold field in this schedule is derived from the Water Operating Revenues - Sales of Water schedule.

Source of Water Supply Statistics – Total for Year field in this schedule is derived from the Source of Water Supply – Statistics schedule.



| Cause of maximum: | | |
|--------------------------------|--|---|
| | | |
| | | |
| | | |
| Date of maximum: | | |
| Minimum gallons pumped by | all methods in any one day during reporting year (000 gal.): | |
| Date of minimum: | | |
| Total KWH used for pumping | for the year: | |
| If water is purchased, indicat | e the following: | |
| Vendor Name: | | Ш |
| Point of Delivery: | | T |
| | | |

SCHEDULE REFERENCE SHEET

Statistical Section

Schedule Name Sources of Water Supply - Ground Waters

Annual Report

Page No. W-17

Navigation Standard

Warnings This schedule is populated from prior year data. Data should be annually

reviewed and revised where necessary. Actual gallons for the Yield Per Day in gallons is to be entered in this schedule (whereas most other schedules are thousands of gallons). Yields less than 20,000 gallons must be verified as actual. This schedule corresponds to utility plant Account 314, Wells and

Springs.

Miscellaneous Features Complete those types of Sources of Water Supply with all requested data filled in that applies to utility operations

filled in that applies to utility operations.

Yield Per Day is what the well is capable of delivering. Location is usually a street address. Location cannot be blank. Do not report location as "well" or

as an identification number such as "2".

Derived Values (To/From)

Prior year data will populate the entire schedule and should be reviewed and

updated annually.



SCHEDULE REFERENCE SHEET

Statistical Section

Schedule Name Sources of Water Supply - Surface Waters

Annual Report

Page No. W-18

Navigation Standard

Warnings This schedule is populated from prior year annual report. Data should be

annually reviewed and revised where necessary. This schedule corresponds

to utility plant Account 313, Lake, River and Other Intakes.

Miscellaneous Features Complete those types of Sources of Water Supply with all requested data

entered that applies to utility operations.

Location is an address or site. Do not use "pipe" or an identification number to

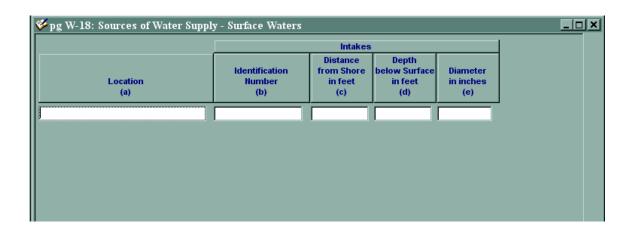
populate this field.

Only one number can be entered in Depth and Diameter fields.

Derived Values (To/From)

The entire schedule is populated from prior year data. Review and update the

data annually.



SCHEDULE REFERENCE SHEET

Statistical Section

Schedule Name Pumping & Power Equipment

Annual Report Page No.

W-19

Navigation

Standard

Warnings

Entire schedule is populated from prior year annual report. This data should be annually reviewed and revised where necessary.

Miscellaneous Features Each pump should have a separate data entry schedule completed. Use the Insert icon to add a new record for each additional pump. Each data entry screen used will display information on the pump and motor powering it.

Location should be street, highway name, or at a minimum town name. Should not be "well," "town," "blank," "n/a," etc.

Please read the headnotes. Various dropdowns or selections are available in the data screen(s) in addition to the head notes.

Multiple purposes and destinations may be entered.

Dropdown menus allow a simple click on the type of pump and motor that applies.

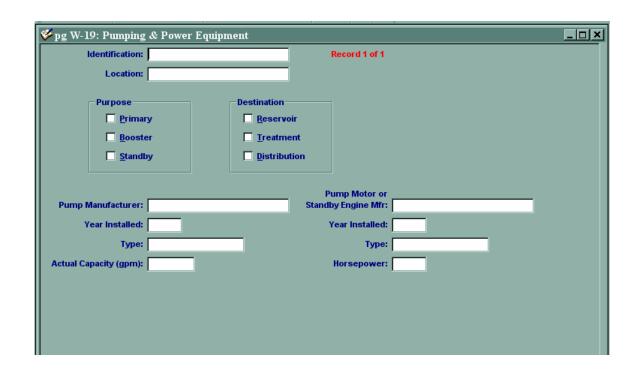
- For pumps, the choices are:
 - Vertical Turbine would be the type with the pump at the bottom of a well driven by a motor located above ground.
 - Submersible would be the type where the motor and impeller are housed together and located at the bottom of the well.
 - Centrifugal would be the type normally used as a booster pump.
 - Other would be for a unique situation not covered by the other three choices.
- For motors, the dropdown menu choices for the energy use of the pump motors are:
 - Electric
 - Natural Gas
 - Propane
 - Diesel
 - Other

Only manufacturer, year installed, type and horsepower information need be entered for standby pumps.

Derived Values (To/From)

The entire schedule is populated from prior year data. Review and update the data annually.





SCHEDULE REFERENCE SHEET

Statistical Section

Schedule Name Reservoirs, Standpipes & Water Treatment

Annual Report Page No.

W-20

Navigation Standard

Warnings

The elevation difference relates to typical water system pressures, not the elevation above sea level. If highest elevated tank water level is reported below or above the range of 110 to 170 feet, a warning will ask if the entry is correct. Beyond this range of water level elevations, the resulting system water pressure would typically be either too low or too high. Enter elevation difference between highest water level in standpipes or elevated tanks (or reservoir on an elevated site), and the water main where the connection to storage begins branching into distribution system. A 0 (zero) may be entered in this field for reservoir.

Total Capacity in Gallons is to be reported in actual gallons (not thousands of gallons). A warning requests confirmation for gallons less than 50,000.

If water treatment plant dollars are reported in utility plant Account 332, or in operation and maintenance water treatment expense accounts, the water treatment plant statistics should be provided.

The entire schedule is populated from prior year annual report. This data should be annually reviewed and revised where necessary.

Miscellaneous Features Use the Insert icon to add a new record for each additional unit.

Storage facility primary material can be selected from the dropdown menu.

The disinfection type of equipment, point of application and filter type can be selected from a dropdown menu.

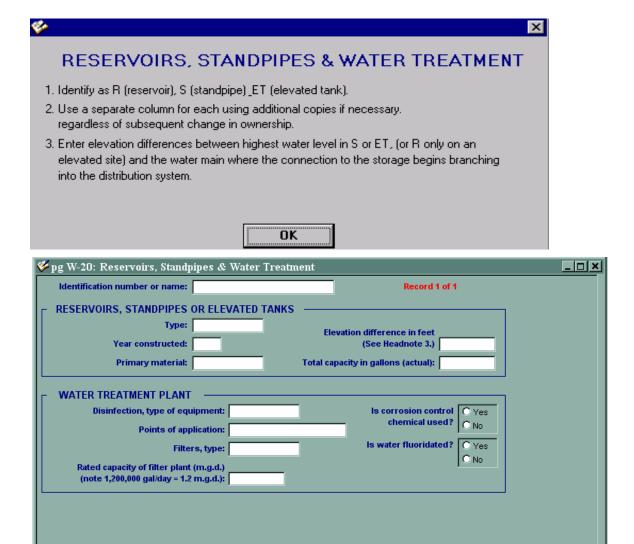
Dropdowns can be revised by making a new choice and saving. Dropdowns can be deleted by selecting the blank option on the dropdown.

Rated Capacity of the Plant refers to the treatment capacity and is to be reported in millions of gallons per day (mgd). For example, 1.500 would be used to report 1,500,000 gallons.

Multiple water treatment plant can be reported, even if only one reservoir, elevated tank or standpipe is reported; however an identification number or letter must be entered for each water treatment record.

Derived Values (To/From)

Entire schedule is populated from prior year data.



SCHEDULE REFERENCE SHEET

Statistical Section

Schedule Name Water Mains

Annual Report Page No.

W-21

Navigation Standard

Warnings

Program only allows one record for same kind of pipe, type and diameter, i.e. only one M, D, 2 (inch) record. To satisfy the "Duplication of Key Values" warning, combine duplicate records. Use the Delete Record icon to eliminate the unneeded record.

Units added or retired can only be entered as positive values.

Note: Units reported are for the combined units of both Utility Financed Plant (101.1) and Contributed Plant (101.2).

Miscellaneous Features

Use Insert icon to add a new record for new pipe, new function or new diameter mains. Program will not allow more than one entry for the same pipe material, main function and diameter. The pipe material, function, and diameter can be chosen from dropdown menus.

This schedule sorts in order by diameter of pipe.

Choose one of the boxes for within or outside the municipality. The listing can be in any variation of within or outside, pipe type, and diameter. When saving the report page in the program (or activating the Sort icon) the listing will be sequenced in size order and will be printed in that order.

The adjustment column should be used for physical inventory or other revisions of the first of year balances.

The Public Fire Protection service charge calculation does not include supply main or main outside municipality.

Edit Checks will look for:

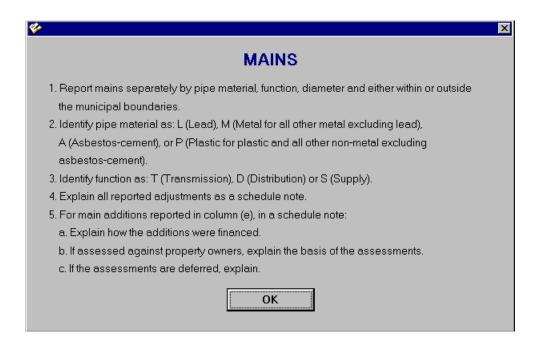
- an explanation of financing when main additions are reported. Please follow criteria in Headnote 5.
- dollar additions and/or retirements to Utility Financed Plant 101.1 or

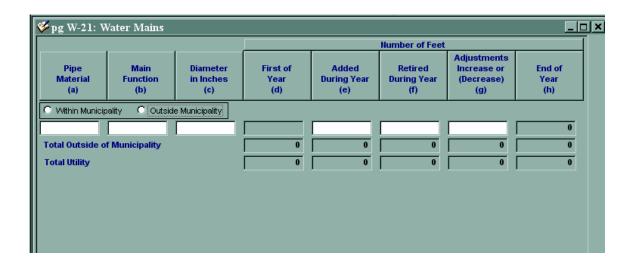
Contributed Plant 101.2 plant accounts 316 and/or 343 if unit additions and/or retirements are reported.

An explanation of adjustments.

Derived Values (To/From)

This schedule is populated from prior year data. Review and update the data annually.





SCHEDULE REFERENCE SHEET

Statistical Section

Schedule Name Water Services

Annual Report

Page No. W-22

Navigation Standard

Warnings Pipe material and diameter are required when service units are reported as

being added, removed, or adjustments.

Use Insert icon to create a new record.

Units for first of year balance, added, or removed can only be entered as positive numbers.

Duplication of Key Values:

A pipe material of a specific diameter can only be used once. For example, M(etal), 8-inch services can only be entered once. However, M(etal) 10-inch services and L(ead) 8-inch services can be entered in addition to the M(etal) 8-inch services.

The end of year units for any pipe material line cannot be a negative number.

The utility owned services not in use at end of year reported, column (h), cannot be greater than the end of year balance reported, column (g).

Note: Units reported are for the combined units of both Utility Financed Plant 101.1 and Contributed Plant 101.2.

Miscellaneous Features When this schedule is selected the headnote appears. Please read the headnotes carefully, select OK, and the schedule opens.

The definition of "Permanently Disconnected Service" - there is no possibility of reconnection at some future date, such as house demolished and road built over site.

A dropdown is provided for pipe material types. Types include metal, lead, asbestos-cement, or plastic.

A dropdown is provided for diameter in inches. The dropdown contains all known and historical sizes.

Order of entry by diameter or type is not necessary since the program will sort by diameter before saving the schedule (or using the Sort icon) and will also print in diameter order.

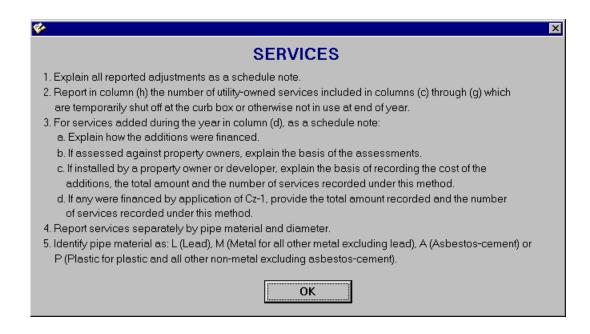
Adjustments should include revisions to first of year service balance due to physical inventory, etc.

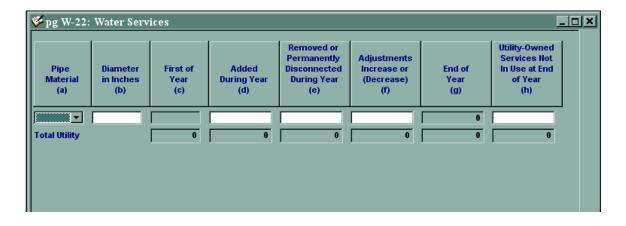
The Edit Check will look for a schedule footnote if there are service additions. The purpose of the schedule footnote is to explain how additions were financed (see Headnote 3 to this schedule). Failure to provide an explanation following the criteria set forth in Headnote 3 may result in an analytical review letter.

If there are unit additions or retirements, the Edit Check will look for dollar additions and retirements to Utility Financed Plant 101.1 or Contributed Plant 101.2 Account 345 in the Water Plant in Service schedule or a schedule footnote explaining why there are not dollar additions or retirements. Failure to explain why there are not dollar additions or retirements may result in an analytical review letter.

Derived Values (To/From)

This schedule is populated from prior year data. Review and update the data annually.





SCHEDULE REFERENCE SHEET

Statistical Section

Schedule Name Meters

Annual Report

Page No. W-23

Navigation Please note: It is necessary to scroll to the far right of the schedule to enter

data on the Meter Classification schedule.

Warnings The calculated end of year total of meters by size in the Classification of All

Meters section of the schedule must agree with the end of year total of meters

by size in the Meters section of the schedule.

The program recognizes Retired During Year as a deduct; therefore, negative numbers are not allowed in the retired column. The only column which allows negative values to be entered is the Adjustments Increase or (Decrease) column. Revisions to first of year balances due to physical inventory etc.

should be accomplished via the adjustment column.

Miscellaneous Features Insert icon is used to create a new record.

When a meter size is entered, the program copies that size to the Classification of All Meters schedule because every meter reported in the Meters schedule must be reported on the Classification schedule.

The Edit Check looks for a schedule footnote to the Meters schedule when 0 (zero) meters are reported tested. Failure to explain why meters were not tested pursuant to Wisconsin Administrative Code requirements may result in an analytical review letter.

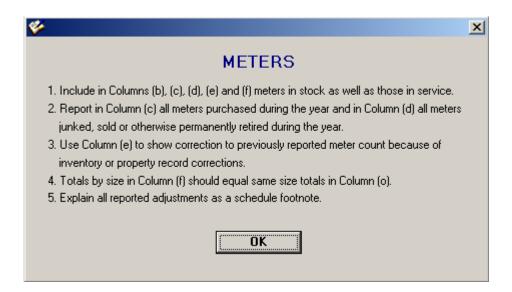
The Edit Check looks for dollar additions or retirements to Account 346, Meters, or a schedule footnote to the Meters schedule if there are unit additions and retirements. Failure to explain why there are not dollar additions or retirements to Account 346 may result in an analytical review letter. All adjustments should be explained.

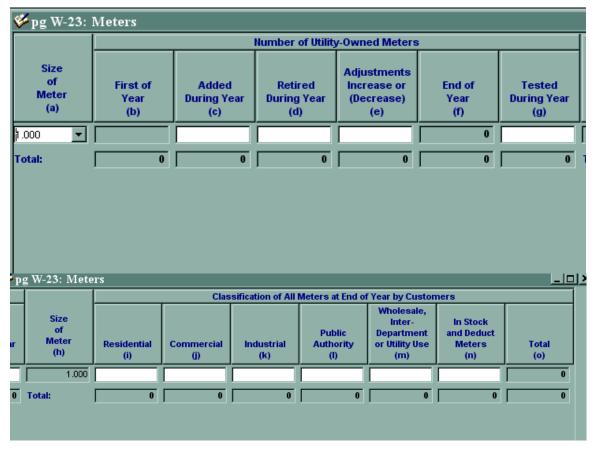
Reminder: All meters are considered "in service" and dollar costs should be reported in Account 346, except utility use meters. For example, the cost of pumping plant meters should be reported in Account 325, Electric Pumping Equipment.

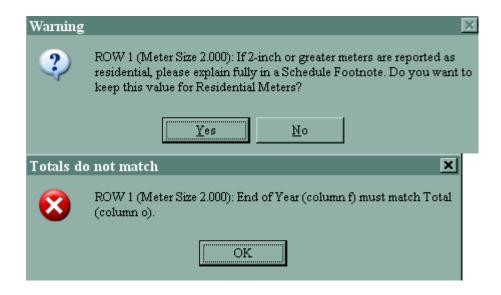
Derived Values The schedule is populated from prior year data. Review and update the data

(To/From) annually.

Size of Meter, column (h), is derived from Size of Meter, column (a).







SCHEDULE REFERENCE SHEET

Statistical Section

Schedule Name Hydrants and Distribution System Valves

Annual Report

Page No. W-24

Navigation Standard

Warnings If hydrants and/or valves are not reported as being operated (exercised) as

recommended by Wis. Admin. Code § NR 811.08(5), a reminder will appear on the screen to provide an explanation in a schedule footnote. Click OK to

close the reminder.

If adjustments are reported in the Adjustments Increase or (Decrease), column (e), a reminder will appear to explain the adjustments in a schedule

footnote. Click OK to close the reminder.

The adjustment column should be used for revisions to the first of year

balances due to physical inventory, etc.

Note: Units reported are for the combined units of both Utility Financed Plant

101.1 and Contributed Plant 101.2.

Miscellaneous Features Headnote appears when schedule is selected. Please read carefully. Click OK and the schedule opens. The lead size will determine whether a hydrant should be reported as a fire hydrant or a flushing hydrant. See headnote #1. A subtotal will be reported for all fire hydrants within the municipality and one subtotal for all hydrants outside of the municipality. Flushing hydrant types are to be entered on a single line. Flushing hydrants and hydrants outside the

municipality are not included in the public fire protection calculation.

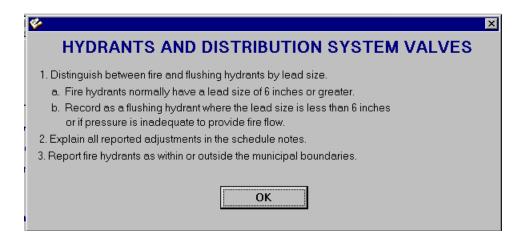
If there are unit additions or retirements, the Edit Check will look for dollar additions or retirements to Utility Financed Plant 101.1 or Contributed Plant 101.2 Account 348, Hydrants, or a schedule footnote to this schedule. Failure to explain why there are not dollar additions or retirements may result in an

analytical review letter.

Derived Values (To/From)

This schedule is populated from prior year data. Review and update the data

annually.



| ॐ pg W-24: Hydrants and Distribution System Valves | | | | | | | | | |
|--|--|--------------------------------|----------------------------------|---|--|--|--|--|--|
| Hydrant Type (a) | Number In Service First of Year (b) | Added During Year (c) | Removed During Year (d) | Adjustments Increase or (Decrease) (e) | Number In Service End of Year (f) | | | | |
| Fire Hydrants Outside of Municipality | | | | | 0 | | | | |
| Within Municipality Total Fire Hydrants | 0 | 0 | 0 | 0 | 0 | | | | |
| Flushing Hydrants Total Flushing Hydrants | 0 | 0 | 0 | 0 | 0 | | | | |
| NR811.08(5) recommends that a schedule be adopted and followed for operating each system valve and hydrant at least once each two years. Please provide the number operated during the year. | | | | | | | | | |
| Number of hydrants operated during year: Number of distribution system valves end of year: | | | | | | | | | |
| Number of distribution valves operated | l during year: | | | | | | | | |

SCHEDULE REFERENCE SHEET

Statistical Section

Schedule Name Water Operating Section Footnotes

Annual Report Page No.

W-25

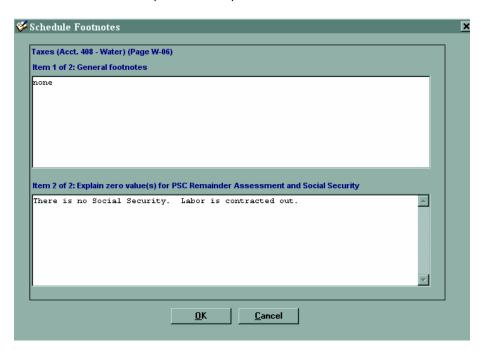
Navigation

Display only for this schedule. Page up/down keys and scroll bar on right may be used to view the screens.

Warnings

Schedule footnotes cannot be entered directly to this schedule.

Miscellaneous Features The schedule footnotes are entered through the individual schedule to which they pertain. The schedule title automatically appears with the associated schedule footnote. Each schedule has a general footnote. Some schedules have a general footnote and a special footnote(s). For example, in Account 408 taxes - water, 0 reported for Social Security or for PSC Remainder Assessment must be explained in a special footnote.



Derived Values (To/From)

Schedule footnotes are derived in this schedule from all individual water operating schedules.

